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Health and Human
Services

Medicaid Administrative Claiming (MAC) Financial Overview

Early Childhood Intervention (ECI)

**Mental Health/Intellectual or Developmental Disability
(MH/IDD)**

Local Health Department (LHD)

Federal Fiscal Year 2022

Presented by HHSC Provider Finance Department

MAC Program

- Federal Medicaid reimbursement for the costs of administrative activities performed in support of the Medicaid program.
- Centers for Medicare & Medicaid Services (CMS) administers the MAC program at the federal level and reimburses states for allowable outreach activity performed under the MAC program
- HHSC is the single state Medicaid agency in Texas (responsible for the administration of the MAC program at the state level)



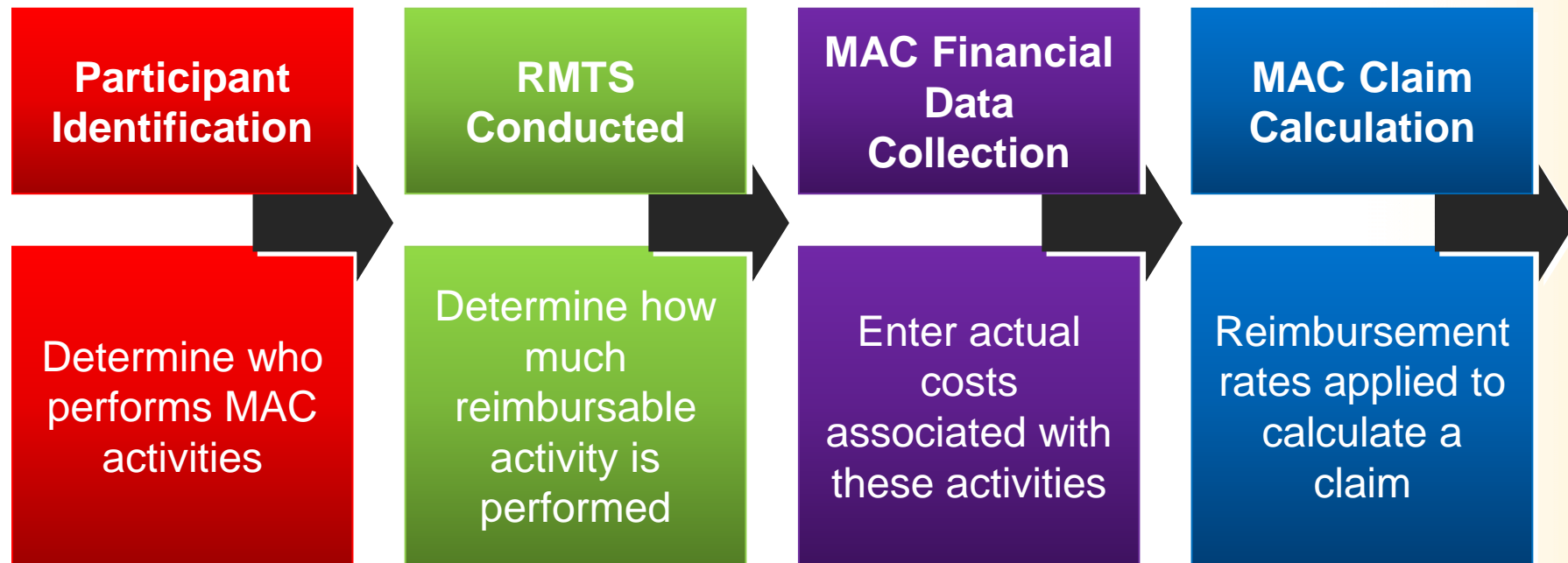
MAC Activities

MAC provides entities the opportunity to submit reimbursement claims for administrative activities that support the Medicaid program such as:

- Medicaid Outreach
- Medicaid Referral, Coordination, and Monitoring
- Medicaid Transportation and Translation
- Medicaid Provider Relations



MAC Financial Quarterly Process



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Participant Identification

- Eligible participants identified via the Participant List (PL)
- Cannot report costs for categories and positions that were left off the PL in a given quarter
 - Positions listed on the PL must have costs entered, including federally funded positions
 - Reporting costs for positions that were not included on the participant list on your MAC financials could result in the claim being denied
- Costs reported are “position-specific” not “person-specific”
 - Substitute – individual replacing a provider on leave
 - Direct replacement – individual hired to fill a vacant position





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What Costs Can I Report?

- The following costs can be reported on your quarterly MAC Financials
 - Employee Salaries
 - Employee Benefits
 - Contracted Staff costs
- Other Costs such as:
 - Travel and Training
 - Materials and Supplies
 - Equipment and Operation Costs

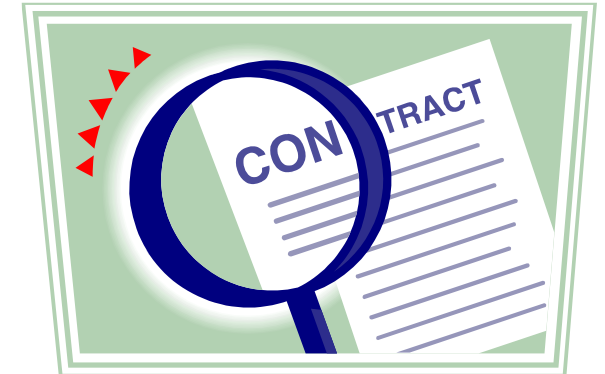




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MAC Participation Documents

- Required for participation in MAC:
 - A contract executed with HHS
 - Data Use Agreement (DUA)
 - Security and Privacy Inquiry (SPI) Form
 - Active Data Universal Numbering System (DUNS) – will change to Unique Entity Identifier (UEI) on April 4, 2022
 - Application for Texas Identification Number (TIN)
 - Vendor Direct Deposit Form
 - Vendor Information Form (VIF)
- Contracting documents must be renewed every five years based on enrollment date
- Documents and instructions are available on the HHSC MAC website at this link: <https://pfd.hhs.texas.gov/medicaid-administrative-claiming/mac-contracting-information>
 - MUST use current forms



Federal Fiscal Year 2022

NEW

<u>Federal Fiscal Quarter</u>	<u>Financials Open</u>	<u>Financials Close (6 p.m. CST)</u>
1 st Quarter (October – December)	4/11/2022	5/27/2022
2 nd Quarter (January – March)	7/4/2022	8/19/2022
3 rd Quarter (April – June)	9/26/2022	11/11/2022
4 th Quarter (July – September)	12/19/2022	2/3/2023



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Claim must be certified and the signed/notarized QSI must be attached in Fairbanks by the deadline

HHSC MAC Website

<https://pfd.hhs.texas.gov/medicaid-administrative-claiming>

- ☐ Examples of MAC Activities
- ☐ Frequently Asked Questions
- ☐ Important Notices
- ☐ MAC Video Tutorial
- ☐ Participation Documents
- ☐ Timestudy Implementation Guide
- ☐ Training Materials



Contact Information

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